

### Work Plan for Update of Recreation and Open Space Sub-Elements

*Note: Work Plan follows City's administrative guidelines. Timeline is predicated on a desire for Council Adoption to occur prior to election of new Council Members in November, 2005. All dates are tentative, and subject to change.*

Date	Action/Activity to Occur
9/21/04	Parks and Recreation Commission Meeting – Public Hearing on Work Plan and draft RTC.
9/29/04	Arts Commission Meeting – Public Hearing on Work Plan and Draft RTC.
10/5/04	City Council Meeting – Public Hearing on Work Plan and Final RTC.
October through December	<p>Research and writing</p> <ul style="list-style-type: none"> <li>◆ Data collection</li> <li>◆ Open space needs assessment</li> <li>◆ Community Demographics</li> <li>◆ Identification of trends, issues and needs</li> <li>◆ Documentation of progress in meeting existing goals</li> <li>◆ Land use changes</li> <li>◆ Catalog of existing services, facilities and practices</li> <li>◆ Identify community condition indicators</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>◆ Staff input</li> <li>◆ Review of other local agencies for their trends, issues and practices.</li> <li>◆ Review of data and resources from Parks and Recreation professional organizations</li> <li>◆ Literature and data search</li> <li>◆ Engaging outside professional services for needed technical work, such as mapping</li> <li>◆ Meetings/discussions with key stakeholders</li> <li>◆ Writing draft of Community Condition section</li> </ul>
November '04	<p>Visioning Process with Commissions and Community</p> <ul style="list-style-type: none"> <li>◆ Facilitated Process</li> <li>◆ Parks and Recreation and Arts Commissions to be key players in helping to develop and communicate results of visioning process.</li> <li>◆ Participants to include a broad spectrum of interests</li> </ul>
12/15/04	Draft Community Conditions section to City Manager.

1/12/05	Parks and Recreation Commission Study Session – Review of Draft Community Conditions section.
1/19/05	Arts Commission Study Session – Review of Draft Community Conditions section.
January through February	Writing of goals, policies and action statements based on community conditions and community vision. Includes: <ul style="list-style-type: none"> <li>♦ Staff input</li> <li>♦ Analysis of community conditions to ensure alignment of appropriate goals.</li> <li>♦ Alignment with community developed vision.</li> </ul>
3/8/05	Draft Goals, Policies and Action Statements section to City Manager
4/13/05	Parks and Recreation Commission Study Session – Review of Draft Goals, Policies and Action Statements section.
4/20/05	Arts Commission Study Session – Review of Draft Goals, Policies and Action Statements section.
April through May	Write full draft, considering input to date. Includes: <ul style="list-style-type: none"> <li>♦ Integrating Community Conditions Section, Vision, and Goals, Policies and Action Statements section</li> <li>♦ Writing Executive Summary</li> <li>♦ Preparing other ancillary sections, such as table of contents, acknowledgements, etc.</li> <li>♦ Adding any graphics such as maps</li> </ul>
Early May	Meeting with City-wide staff to ensure consistency with other City documents, policy and with legal interests.
5/18/05	Full Draft to City Manager.
6/14/05	Joint Study Session with Council, Parks and Recreation Commission and Arts Commission prior to release of Draft document to the public.
7/5/05	Release of Draft to public for comment.
8/23/05	Annotated <sup>1</sup> Draft with RTC to City Manager.
9/12/05	Planning Commission Study Session on Annotated <sup>1</sup> Draft.
9/21/05	Arts Commission Public Hearing on Annotated <sup>1</sup> Draft.
9/26/05	Planning Commission Public Hearing on Annotated <sup>1</sup> Draft.
9/28/05	Parks and Recreation Commission Public Hearing on Annotated <sup>1</sup> Draft.
10/25/05	Council Public Hearing and Adoption of Sub-Element.
	Prepare Sub-Element for publishing.
1/06	Distribute updated Sub-Element.

<sup>1</sup> Editorial comments will be accepted, but only substantive comments will be included as part of the annotated draft.